

# Unit 2

## Lesson 5 Before you Begin Reflect



**Directions:** After you have finished the projects, determine whether you have completed the criteria listed in the left column. Fill in the checklist in the shaded columns below and then turn the rubric in to your teacher along with your Word document.

	Student Checklist		Teacher Evaluation
Criteria	Completed	Not Completed	Comments
Completed the Challenge Yourself Projects			
Created a new Word document			
Identified how you can use Document Properties to control data			
Described how you can use a template or macro in your daily activities			
Proofread and checked spelling in your document			